



THE COMMODITIES GROUP, LLC.
www.thecommoditiesgroup.com

TO START PPE ORDER PROCESS

Submit the following documents:

1. **Letter of Intent – LOI** “on company or attorney letterhead” OR Purchase Order – PO “on letterhead” (for Government Agency/Hospital)
 - a. LOI should have company name, date, quantity, target price, destination, product name, model clearly listed
 - b. LOI should include attorney information (Full Name, Phone Number, Email, Office Address)
 - c. LOI and POF should be from same Company
 - d. LOI and POF should be issued with same date
 - e. LOI and POF should be issued to; 3M Corp (3M Products) OR PPE Supplies Now (NON-3M Products)
2. **Proof of Funds – POF** = Letter of Attestation from Buyers Attorney “on Letterhead” OR Letter of Credit (LOC) from Business Banker on “Bank Letterhead”.
 - a. POF or LOC should be clear and should be easy to verify.
 - b. POF or LOC should include information about the Buyer and Funds Verification (like account number etc.)
3. **Letter of Authorization – LOA** from the “End-User Buyer” (Hospital or Government Agency)
If purchasing 3M products for Government or Hospital, the LOA must clearly be arranged with the Buyer’s (Broker/Buyer’s Rep) name, authorizing them to purchase 3M products on the Govt’s or Hospital’s behalf.
4. Email ALL completed documents to: ***dj@thecommoditiesgroup.com***.

Please call DJ Williams at 240-882-1662, if you have any questions regarding the submission.